



INDIANA ARTS COMMISSION

Connecting people to the arts

SAMPLE Guidelines

THIS APPLICATION WILL BE MADE
AVAILABLE UPON REQUEST IN LARGE PRINT, BRAILLE, AUDIO
CASSETTE, OR OTHER
FORMS TO MEET SPECIAL NEEDS

*The application is also available upon request on diskette, or
to download from our website, in Adobe Acrobat or Microsoft
Word for Windows.*

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GRANT PROGRAM FOR INDIVIDUAL ARTIST PROJECTS

Documentation Deadline

Feb. 4, 2005

4:30 p.m. EST

Application Deadline

Feb. 4, 2005

11:59 pm EST

Project Dates

July 1, 2005 through
June 30, 2006

150 W. Market Street, Suite 618
Indianapolis, IN 46204
www.in.gov/arts
IndianaArtsCommission@iac.in.gov
317/232-1268
317/233-3001 TTY

OVERVIEW OF THE INDIVIDUAL ARTIST PROGRAM

WHAT IT IS:

The Indiana Arts Commission's Individual Artist Projects grant program is designed to support individual artists in all disciplines for specific project-related costs, which will have a positive impact on the artist's career and which will be incurred between **July 1, 2005 and June 30, 2006**.

HOW IT WORKS:

The Indiana Arts Commission (IAC) will convene a panel of Indiana residents who are knowledgeable in arts and arts management to review and evaluate how well each application addresses the three review criteria – quality of artist's work, impact of the project on the artist's career development, and feasibility of project completion. Panelists will conduct an overall evaluation of the artistic documentation (slides, videos, CD, DVD, photos, literature, etc.) and application form and give a score ranging from zero to 100. **A minimum initial score of 80 points is needed for an application to be considered for funding.**

HOW TO APPLY:

This packet contains all the necessary forms and instructions. The IAC staff is available to help you with the application process. You are strongly encouraged to consult with staff prior to application submission if you have any questions or need assistance while developing your application. IAC staff can be reached directly as indicated under "Selecting Artistic Documentation," beginning on Page 7; or at the IAC main line, 317-232-1268; or via general e-mail at IndianaArtsCommission@iac.in.gov. If you call the main line or e-mail the general box, please specify your discipline and you will be directed to the appropriate staff member.

STEP 1: Think carefully about the project you are applying for money to complete. Your project must have a significant impact on your career development and you must be able to complete all funded activities between **July 1, 2005 and June 30, 2006**.

STEP 2: Select the artistic discipline that is appropriate for your project. You may select from: craft, dance, design arts, folk arts, literature, media arts, multi-arts, music, photography, theater or visual arts. You may select only one of the above categories; if you need help deciding which one is the appropriate category, contact the IAC staff for assistance.

STEP 3: Review the "Selecting Artistic Documentation" section in these guidelines (pages 7-10) and select the works that you are going to submit with your application form. Each discipline category requires a specific type and number of works to be submitted. The documentation you submit for panel review must have been produced after **February 4, 2002**. You will want to submit pieces that best convey your creative concepts and technical expertise. The artistic documentation needs to support the selected discipline and should be applicable to the project for which you are requesting funding. If you have questions, contact the IAC staff for assistance.

STEP 4: Complete the application form and submit it online at www.in.gov/arts/grants/egrantapps.html by **11:59 p.m. EST, Friday, February 4, 2005**. **Your supporting documentation must be received in the IAC office no later than 4:30 p.m. EST on Friday, February 4, 2005.** Documentation received after that time **will make your application ineligible for review.** Submit with the supporting documentation appropriate to your arts discipline, an **artistic documentation list** and your **current career summary/resume**.

YOU'RE DONE! Your application will be reviewed during an open panel meeting in the spring of 2005. We will invite and encourage you to attend the panel reviewing your application. After the review, applications will be ranked by final score and those with the highest scores will be considered for funding. You will be notified in late June/early July 2005 if you have or have not been awarded a grant.

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ABOUT THE INDIANA ARTS COMMISSION

The Indiana Arts Commission (IAC), a state agency, was established in 1969 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA).

The agency is governed by a 15-member board of directors appointed to four-year terms by the Governor of the State of Indiana. The Commission holds quarterly business meetings throughout the state; these meetings are open to the general public for observation. A professional staff and over 100 Hoosier volunteers from all walks of life support the Commission's programs and services.

Members of the Indiana Arts Commission

Jim Bodenmiller, Chair, West Lafayette
Ronald J. Stratten, Vice Chair, Indianapolis
Joan David, Secretary, Evansville
William Hopper, Exec. Committee, Vincennes
Ms. Lee Marks, Exec. Committee, Shelbyville
Sandra Clark, Bloomington
India Cruse-Griffin, Richmond
Cynthia Frey, Columbus
Steven L. Tuchman, Indianapolis
Judy G. Hess, Corydon
Cliff Lambert, Terre Haute
Jeanne E. Mirro, Fort Wayne
Irene Smith-King, Gary
Leonard Pas, Eminence
Richard Q. Stifel, South Bend

Long-term Goals

The Indiana Arts Commission has three major goals:

1. To fulfill the leadership potential of state government in developing Indiana's arts economy through statewide programs and services;

2. To advance significantly the continuing regional development of the arts and culture in Indiana through the Regional Partner Initiative; and
3. To create a new public-private partnership structure to develop the arts and significantly increase public and private resources to the arts.

Grantmaking Philosophy

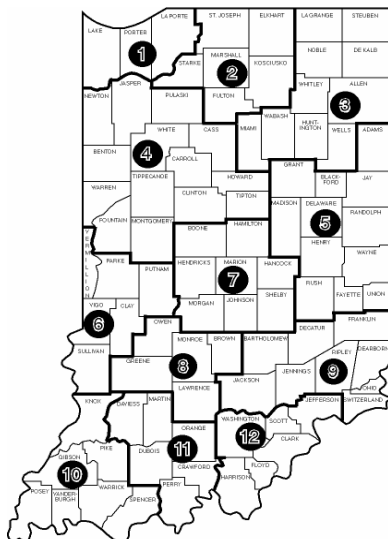
The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement high quality arts activities. All funding decisions will be made in open processes that meaningfully involve residents in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

Conflict of Interest Policy

Board members, staff, and volunteers of the Indiana Arts Commission must declare conflicts of interest which may preclude their impartial participation in decisions concerning state or regional policies, services, or the allocation of statewide or regional arts funding. These individuals cannot participate in related discussions or decisions when a conflict of interest is declared. (For more information, contact the IAC.)

INDIANA REGIONAL PARTNERSHIP INITIATIVE

In 1997, the Indiana Arts Commission and 12 community-based organizations jointly established the Indiana Regional Partnership Initiative, a collaborative project to enhance support for arts and cultural activities statewide, especially in underserved areas. You may contact your Regional Partnership organization to learn about additional services they provide.



1 Northern Indiana Arts Association

John Cain, Executive Director
Jennifer Vinovich, Director of Regional Services
1040 Ridge Road
Munster, IN 46321
219/836-1839
219/836-1863 (fax)
johnc@niaaonline.org
jvinovich@niaaonline.org
www.niaaonline.org

2 Community Foundation of St. Joseph County

Rose Meissner, President
Angela Butiste, Program Officer
205 W. Jefferson Blvd., Suite 400
P.O. Box 837
South Bend, IN 46624
574/232-0041
574/233-1906 (fax)
Angela@cfsjc.org
www.cfsjc.org

3 Arts United of Greater Fort Wayne

Geoff Gephart, President
Linda Kreft, Director of Regional Services
114 E. Superior St.
Fort Wayne, IN 46802
260/424-0646
260/424-2783 (fax)
ggephart@artsunited.org
lkreft@artsunited.org
www.artsunited.org

4 Tippecanoe Arts Federation, Inc.

Shelley Lowenberg-DeBoer, Exec. Director
Sheri Rahdert, Director of Regional Services
638 North St.
Lafayette, IN 47901
765/423-2787
765/742-5724 (fax)
shelley@dcwi.com
sheri@dcwi.com
www.tippecanoearts.org

5 Arts Place, Inc.

Eric R. Rogers, Executive Director
Sue Burk, Regional Services Director
131 E. Walnut St.
P.O. Box 804
Portland, IN 47371
260/726-4809
260/726-2081 (fax)
artsland@jayco.net
erogers@jayco.net
sburk@jayco.net
www.artsland.org

6 Arts Illiana, Inc.

John Robeson, Executive Director
Sherri Wright, Regional Services Coordinator
23 North 6th Street
Terre Haute, IN 47807-3220
812/235-5007
812/232-2781 (fax)
sherri@artsilliana.org

7 Arts Council of Indianapolis

Greg Charleston, Interim Ex. Director
Dave Lawrence, Director of Grants Service
20 N. Meridian Street, Suite 500
Indianapolis, IN 46204
317/631-3301
317/624-2559
gregc@indyarts.org
davel@indyarts.org

8 Bloomington Area Arts Council, Inc.

Sally Gaskill, Executive Director
Nancy Krueger, Assistant Director
122 S. Walnut St.
Bloomington, IN 47404-6107
812/334-3100
812/323-2787 (fax)
sally@artlives.org
nkrueger@artlives.org
www.artlives.org

9 Columbus Area Arts Council, Inc.

Warren Baumgart, Jr. Executive Director
Jeff Kuehl, Regional Services Coordinator
302 Washington St.
Columbus, IN 47201
812/376-2539
812/376-2589 (fax)
wbaumgart@artsincolumbus.org
jkuehl@hsonline.net
www.artsincolumbus.org

10 Arts Council of Southwestern Indiana, Inc.

Kathy Solecki, Executive Director
123 N.W. Fourth Street, Suite 3
Evansville, IN 47708
812/422-2111
812/422-2357 (fax)
arts@evansville.net
www.artswin.evansville.net

11 Jasper Community Arts Commission

Darla Blazey, Executive Director
Jill Watson, Regional Services Coordinator
951 College Ave.
Jasper, IN 47546
812/482-3070
812/634-6997 (fax)
dblazey@ci.jasper.in.us
region11@ci.jasper.in.us

12 Arts Council of Southern Indiana

Andrea Grossman, Executive Director
Erin Brown, Program Manager
618 E. Market St.
New Albany, IN 47150
812/949-4238
812/949-6937 (fax)
artscsi@thearts4u.org
ebrown@thearts4u.org

ABOUT THE GRANT PROGRAM FOR INDIVIDUAL ARTIST PROJECTS

Program description

The Individual Artist Projects grant program is designed to support individual artists in all disciplines for specific project-related costs, which will have a positive impact on the artist's career. Eligible projects are purposely left flexible to respond to artists' ideas, dreams, and needs. Applicants must plan a project, or phase of a project, which can be realized within the requested budget and completed within the proposed timeline.

Grant amount

Applicants may request a maximum of \$1,000. No match is required. The number of grants awarded is dependent on the amount of funds available. **In FY2005, 86 projects were funded out of 199 applications** submitted to the IAC. Only applicants with initial scores of 80 or higher were eligible to receive a grant.

Application deadline and grant period

February 4, 2005 is the deadline for submitting FY2006 grant applications. Applications must be submitted online at www.in.gov/arts/grants/egrantapps.html and **CANNOT** be submitted in hard copy form or by fax. ***All applicants must have a current email address in order to apply.*** The proposed project **MUST** begin on or after July 1, 2005 and be completed no later than June 30, 2006. **There are no exceptions.**

Who can apply?

Individual artists may apply for ONE grant if they meet the following criteria:

- Are at least 18 years of age;
- have lived in Indiana for one year immediately preceding the date of application and;

- Must be and remain an Indiana resident during the grant period.

Who is not eligible for this program?

The IAC cannot provide funding for individual artists who:

- Enrolled in any degree-granting program (undergraduate, graduate and doctorate) as of February 4, 2005;
- received an Individual Artist Project grant from the IAC in FY2005 (July 1, 2004 through June 30, 2005); or
- is part of a collaboration for which another artist is applying for IAC support in the same fiscal year.

What can you apply to do?

Projects may include, but are not limited to:

- Supplies, rental/purchase of equipment, time necessary for the development, completion, or presentation of a work;
- documentation of work;
- travel essential for artistic research or to present or complete work; or
- advanced workshops that further career development

APPLICATION REVIEW PROCESS

Advisory panel review

The Indiana Arts Commission has established an advisory panel process to assist in its evaluation of grant applications. Panels appointed by the Arts Commission will be composed of **Indiana residents** who are experienced artists or knowledgeable in the arts and/or arts management. The IAC strives to balance advisory panel composition with consideration to race, gender, regional representation, special needs, and arts discipline.

Advisory panels will be convened in the spring of 2005. Panel meetings are open to the public for observation and may be recorded.

Applicants will be invited and are encouraged to attend. Applicants cannot “lobby” panelists on behalf of their applications before, during, or after the panel meeting. Applicants who do not attend the panel session and want to know how their grant was reviewed must call the IAC staff and make an appointment to review advisory panelists’ written and taped comments in the IAC office. **Due to the volume of applications received, these comments will not be sent to applicants.**

How proposals are evaluated

Panelists review all applications and evaluate how well each one fulfills the three review criteria (quality of artist’s work, impact of the project on the artist’s career development, and feasibility of project completion). A minimum score of 80 points is needed from the discipline panel for an application to be considered for funding.

QUALITY OF ARTIST’S WORK (up to 25 points)

- Demonstrated artistic ability (15 points)
- Professional activity as evidenced by support materials and career summary (5 points)

- Artistic documentation for designated discipline is easy to understand and interpret (5 points)

IMPACT OF THE PROPOSAL ON THE ARTIST’S CAREER DEVELOPMENT (up to 40 points)

- Impact of project on artist’s career development is clearly defined (20 points)
- Public benefit of the artist’s project is clearly defined and is appropriate (10 points)
- Evidence of a successful history based on artist’s previous work (10 points)

FEASIBILITY OF PROJECT COMPLETION (up to 35 points)

- Goals and objectives of proposed activities are clearly explained (why proposal merits funding) (10 points)
- Implementation steps are clearly explained and sufficient details are provided in the project timeline. (10 points)
- Proposal completion date appears to be reasonable (5 points)
- Estimated expenses and budget appear to be reasonable (5 points)
- Overall quality of submitted application and support materials (5 points)

Commission action

Following each panel meeting, IAC staff may use a Commission-approved normalization formula that will eliminate, as much as possible, any scoring discrepancies between the different advisory panels. Applications will then be ranked by their final score. Applications with the highest final scores will be considered for funding based on the allocated dollars for this grant program.

The Indiana Arts Commission will review and ratify all **FY2006** funding recommendations at its **June 2005 business meeting**. Commission meetings are open to the public for observation and may be recorded.

Appeal process and reconsideration policy

The appeal process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. The panel or review team used criteria other than the criteria published in the grant guidelines;
2. there was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the IAC executive director stating the reasons for reconsideration based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office **within 30 days** of notification of the IAC grant award in question. An appeals committee, appointed by the IAC Chairperson, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

HOW TO COMPLETE AND SUBMIT AN APPLICATION

Getting started

Please read all the material (guidelines, instructions) before you begin preparing your application. If you are unsure about the discipline category appropriate for your project, or have other questions, please contact the IAC for assistance either by phone at 317-232-1268 or by e-mail at IndianaArtsCommission@iac.in.gov.

Completing the form on your computer

You may download, view and/or print the Adobe Acrobat version of the guidelines from the IAC website at

www.in.gov/arts/grants/egrantapps.html.

You may also request a diskette or e-mail version of the Adobe Acrobat guidelines by calling 317-232-1268 or e-mailing the IAC at IndianaArtsCommission@iac.in.gov. Please type "Guideline Request" in the subject line of your email.

A guide to application preparation

Application preparation to obtain a grant does not require specialized training or expertise. IAC staff is only a phone call away if you have questions about information contained in these guidelines. The staff is eager to help you present your application in the best possible light for panel review. However, due to the number of requests for assistance, staff will not be able to provide intensive consulting the week prior to and of the application deadline.

Successful applications contain clear, concisely written descriptions of your arts project and demonstrate how the proposal meets all guidelines and evaluation criteria.

- Read the guidelines thoroughly before you begin to write the application. Follow the

application instructions carefully and complete it as directed. Contact the IAC for clarification or with questions.

- Write the application with the assumption that its reader does not know about you or the project. Avoid jargon or abbreviations that are not familiar to the general public. The narrative should address all questions, and should explain specifically why your project merits funding.
- Have someone not closely associated with the project read a draft of the application to see if it communicates what is intended.
- Construct your budget based upon your artistic goals and project timeline. Estimate your expenditures and revenues realistically. **Please Note:** It generally takes up to two months from the time you submit your correctly completed grant agreement and IRS W-9 form until the IAC mails your first payment.
- Apply by the deadline; late applications will not be accepted.

Selecting artistic documentation

All applicants are required to submit artistic documentation following the guidelines listed below. Review this section carefully to identify what kinds of documentation you must submit. You are strongly encouraged to talk with IAC staff if you have any questions regarding your artistic documentation.

Works selected as documentation must have been produced after February 4, 2002, and should feature works created by the applicant. Please submit discipline-specific documentation applicable to the project for which funds are requested. All artistic documentation should be labeled according to the discipline-specific instructions listed below. Representative samples of the artist's work are limited to these quantities and formats:

Craft (Staff Contact: Bobbie Garver 317/232-1283 or bgarver@iac.in.gov.)

Includes projects by contemporary craft artists working in a wide variety of media including clay, fiber, glass, leather, metal, paper, wood, and mixed media.

Documentation requirements: Submit a CD with six (.jpg, .tif or .gif formatted) images, six numbered 35mm slides, **or** six photographs (8" x 10" or 5"x7"). One of the six CD images, slides or photographs **must** be a detail of one of the other five. **If you submit six and one is not a detail, only five will be viewed by the advisory panel.** Slides must be suitable for a 35mm carousel and a dot should be placed in the bottom left corner of the slide mount indicating the front and the bottom of the view. You also must include a typed list of the works numbered to correspond with your documentation. This list **must** include the work title, date completed, dimensions, medium, and other pertinent technical information.

Dance (Staff Contact: Bobbie Garver 317/232-1283 or bgarver@iac.in.gov.)

Includes projects in classical, modern, jazz, and ethnic dance, including performance and choreography.

Documentation requirements: Submit one copy of a **cued** 1/2" VHS-videotape, or standard DVD formatted segment **not longer than five minutes** in length. **If a segment is not selected, the videotape will be played as submitted.** Label the tape with the date of work, title of work, and the artist's role on the segment. You also must include a brief description of your documentation that identifies and describes the segment submitted including the date of work, title of work, and the artist's role on the segment/track.

Design (Staff Contact: Bobbie Garver 317/232-1283 or bgarver@iac.in.gov.)

Includes projects by designers working in a wide variety of design fields, including: architecture, landscape architecture, fashion, graphic, interior, industrial, and urban design.

Documentation requirements: Submit a CD with six (.jpg, .tif or .gif formatted) images, six numbered 35mm slides, **or** six photographs (8" x 10" or 5"x7"). One of the six CD images, slides, or photographs **must** be a detail of one of the other five. **If you submit six and one is not a detail, the advisory panel will only view five pieces of your documentation.** Slides must be suitable for a 35mm carousel and a dot should be placed in the bottom left corner of the slide mount indicating the front and the bottom of the view. You also must include a typed list of the works numbered to correspond with your documentation. This list must include the work title, date completed, dimensions, medium, and other pertinent technical information.

Folk Arts (Staff Contact: Monica R. Peterson 317/232-1279 or mpeterson@iac.in.gov.)

Includes projects related to traditional art forms that have evolved within the context of the artist's shared heritage, language, occupation, religion, or geographic area.

Documentation requirements: You also must submit a short narrative (**no longer than one page**) that describes how the knowledge of traditional art form was acquired. In addition, you **must** provide discipline-specific documentation (refer to requirements listed in this section).

Literature (Staff Contact: Monica R. Peterson 317/232-1279 or mpeterson@iac.in.gov.)

Includes projects that encourage creative writers, including poets, novelists, short story writers, essayists, and literary critics.

Documentation requirements: Submit **10** identical hardcopies of publication samples or pages of work (poems, short stories, essays,

etc.) written by the applicant. **Submit only 10-15 pages of the samples or pages of work.**

The work should be typed or computer-generated on 8.5" x11" paper with one-inch margins. All pages must be numbered, double-spaced, and no smaller than 11-point type. Photocopies of published materials may be used as documentation. For short stories and essays, please submit complete chapters versus randomly selected pages. **Poetry:** Poems can be submitted in the appropriate format (stanzas). If possible, submit work in progress for which funding is requested. You also must submit **10** hard-copies of a short narrative (**no longer than one page**) that describes the submitted materials and indicates the date(s) of completion.

Media Arts (Staff Contact: Bobbie Garver 317/232-1283 or bgarver@iac.in.gov)

Includes projects that encourage individuals to produce, exhibit, and preserve work in film, video, television, and radio, including screenplays and radio scripts.

Documentation requirements: Submit one standard DVD formatted segment, 1/2" VHS-videotape, or audiocassette, cued to a segment/track at least **three** minutes in length and not exceeding **five** minutes. **If a segment is not selected, the video, audiocassette, or DVD will be played as submitted.** Label the sample with the date of work, title of work, and the artist's role on the segment. Documentation for screenwriters will be the same as playwrights under theater, refer to theater for specifics. You also must include a brief description of your documentation that identifies and describes the segment/track submitted, including the date of work, title of work, and the artist's role on the segment/track.

Multi-Arts (Staff Contact: Monica R. Peterson 317/232-1279 or mpeterson@iac.in.gov.)

Includes projects that involve more than one arts discipline where the applicant is creating/producing all art.

Documentation requirements: Refer to discipline-specific documentation (i.e., for music and dance, refer to those requirements).

Music (Staff Contact: Monica R. Peterson 317/232-1279 or mpeterson@iac.in.gov) Documentation includes activities that support the production of a variety of musical projects including performance and composition.

Documentation requirements: Submit one high quality audiocassette or compact disc (CD) cued to a segment/track not exceeding five minutes in length. **If a segment is not selected, the video, audiocassette, or CD will be played as submitted.** Label the **sample** with the date of work, title of work, and the artist's role on the segment. You must include a brief description of your documentation that identifies and describes the segment/track submitted, including the title of work, date of the work, and the artist's role on the segment/track. If submitting a musical score, submit **10** hardcopies of an entire work of **10** pages or less; if more, submit one movement. You also must include with each copy a brief description of the score, including the title of the work and the date of composition.

Photography (Staff Contact: Monica R. Peterson 317/232-1279 or mpeterson@iac.in.gov) Includes projects by photographers working in a wide variety of media including experimental works.

Documentation requirements: Submit five numbered 35mm slides, a CD with five (.jpg, .tif, or .gif formatted) images, **or** five photographs (8"x10" or 5"x7"). Slides must be suitable for a 35mm carousel and a dot should be placed in the bottom left corner of the slide mount indicating the front and the bottom of the view. You also must include a typed list of the works numbered to correspond with the documentation you have submitted. This list must include the work title, date completed, dimensions, medium, and other pertinent technical information.

Theater (Staff Contact: Monica R. Peterson 317/232-1279 or mpeterson@iac.in.gov)

Includes projects related to playwriting, the development of drama, the support of theater artists, and the production of quality theater.

Documentation requirements: Playwrights should submit **10** identical hardcopies of 10 pages of work. The work should be typed or computer-generated (8.5"x11" paper) with one-inch margins. All pages must be numbered, double-spaced and no smaller than 11-point type. If possible, provide a scene from the work versus random selections of work. If applicable, include one copy of a cued 1/2" VHS-videotape, CD, standard DVD format, **or** a set of five photographs (8"x10" or 5"x7") from productions with examples of set design, costumes, blocking, etc. You also must include with each set of your work, a short paragraph describing the scene submitted as documentation and clearly identifying the artist's role in the production.

Visual Arts (Staff Contact: Bobbie Garver 317/232-1283 or bgarver@iac.in.gov)

Includes projects by visual artists working in a wide variety of media including: drawing, painting, printmaking, sculpture, mixed media, 2-D and 3-D installations, and experimental works.

Documentation requirements: : Submit a CD with six (.jpg, .tif or .gif formatted) images, six numbered 35mm slides, **or** six photographs (8" x 10" or 5"x7"). One of the six slides, CD images, or photographs **must** be a detail of one of the other five. For 3-D projects submit images in varied angles. **If you submit six samples and one is not a detail, only five will be viewed by the advisory panel.** Slides must be suitable for a 35mm carousel and a dot should be placed in the bottom left corner of the slide mount indicating the front and the bottom of the view. You also must include a typed list of the works numbered to correspond with your documentation. This list

must include the work title, date completed, dimensions, medium, and other pertinent technical information.

Notification that we have received your grant application

Once you have submitted each of the two pages of your grant application, you will receive an email for each submittal to let you know that the IAC has received that portion of your grant application. Please save the emails you receive for your records. **Because of the volume of applications we will be receiving, we ask that you do not contact the IAC office about the status of your application.**

Return of artistic documentation

A self-addressed, stamped envelope (SASE) of appropriate size with correct postage **MUST** accompany the supporting documentation packet if the original documentation is to be returned by mail to the applicant. **Artistic documentation will not be returned by mail if the SASE is not included.** Documentation will be held in the IAC office for pick-up for no longer than 30 days from notification of grant awards (Usually mid-June/early July). Any

documentation not claimed after this period will be discarded.

Every effort will be made to properly care for the material submitted. However, the IAC is not responsible for loss or damage to material. Visual and audio material should be submitted in protective packaging, and applicants should provide protective packing for return shipment.

General instructions for submitting your application packet

- All applications must be submitted online at www.in.gov/arts/grants/egrantapps.html.
- No hardcopy applications will be accepted.
- If making photocopies of documentation make sure it is clear and easily readable.
- Submit only the information requested. Including additional material will not enhance your chances of being funded and your application will not be reviewed.
- Keep a copy of the completed application for your own files.



WHAT TO SUBMIT - CHECKLIST

Applicants must provide complete information on all forms, and supporting materials (as requested) to allow for a uniform review. Use this checklist to ensure all of the information requested is submitted, correctly labeled, and organized. Incomplete applications will not be reviewed.

Step 1:

- ☐ 1. One copy of an online application completed at www.in.gov/arts/grants/egrantapps.html.
- ☐ 2. One hardcopy (condensed version maximum one page front and back) or two single pages of the artist's current career summary/resume, showing education, training, experience, awards, and accomplishments which include dates, submitted with the artistic documentation.
- ☐ 3. One hardcopy of a slide/photograph list and/or description of artistic documentation.

Step 2: Assemble your artistic documentation. See pages 7-10 the documentation requirements for your chosen artistic discipline.

- ☐ The appropriate number of copies of correctly labeled artistic documentation.

Step 3: Include other enclosures as you choose:

- ☐ **Enclose a self-addressed envelope of appropriate size with correct postage for the return of your artistic documentation. Artistic documentation will not be returned by mail if a self-addressed, pre-posted envelope is not included.**

WHAT HAPPENS AFTER A GRANT IS AWARDED?

Notification of your grant award

All applicants will be notified via email of grant decisions after the Commission meets and approves the grants (**June 2005**). Grantees will receive an award letter via email, a hardcopy grant agreement, two hardcopy IRS W-9 form, and other pertinent materials in the mail that must be completed, signed and returned to the IAC before the grantee's first payment can be processed.

Acknowledgment and credit of public funding

All grantees **MUST** credit the Indiana Arts Commission and the National Endowment for the Arts for their support in ALL publicity and printed materials related to the funded project. Logos and credit lines must be included in a prominent location and type size. The IAC will provide you with logo sheets. The credit line for activities receiving funding should read: "Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency."

Grant Agreement

The grant agreement is your official contract with the Indiana Arts Commission. Read this document carefully as you will be responsible for meeting all the terms and conditions it contains. You must sign and return your grant agreement and W-9 form to the IAC

immediately. Your signed grant agreement will be reviewed by three other state agencies – the Department of Administration, the Budget Agency, and the Attorney General's office. (This is standard procedure). When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to you. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual

obligation to an individual without a fully executed copy of the grant agreement on file.

Contract Clearance Statement

The IAC is required to certify that all grantees are in good standing with the Indiana Departments of Revenue and Workforce Development prior to signing a grant agreement. For individuals, applicant names and Social Security numbers will be checked using the approved State of Indiana system once grant awards have been determined but before grant agreements are mailed. If an applicant is determined to not be in good standing with one of the two above named agencies, they will receive notice from the IAC and must contact the appropriate agency to resolve any issues. The Help line phone numbers are: Department of Revenue 1-800-891-6499, and Department of Workforce Development 1-317-232-5977. The IAC will not be able to confirm the nature of the issue as it is proprietary information between the appropriate state agency and the individual. Once any issues are resolved, the applicant must contact the IAC to resume the contract process.

IRS W-9 form

All grantees must fill out this form to provide the State of Indiana with your social security number. The completed form must be completed and signed by the grantee and returned to the Indiana Arts Commission.

First grant payment

The first payment of your grant will be for 75 percent of the total award. The payment will be mailed to you after your grant agreement has been approved by all three State agencies. Please Note: **In general, it takes two months from the time you submit your correctly completed grant agreement and IRS**

W-9 form until the IAC mails your first payment.

Changes to the project

During the period of your grant, you **must** notify the IAC of any major changes that may affect the funded project via the Project Modification form that must be submitted online at www.in.gov/arts/grants/egrantapps.html. These include changes of **10 percent or MORE** in budget, personnel, dates, scope of activities, etc. IAC staff will review your changes before giving written approval. Changes that significantly alter the scope of intention of the project will not be approved. You may be required to return all or a portion of your grant money to the IAC.

Final Grant Report

All grantees must submit a completed final grant report online at www.in.gov/arts/grants/egrantapps.html one month following the grant's ending date, or by **August 1, 2006**, whichever comes first. The deadline for submitting the final report will be identified in your grant agreement. An example of the Final Grant Report can be found at www.in.gov/arts/grants/egrantapps.html. You should view or download the report before you begin your project so you will know the type of information you will be asked to supply at the end of the grant period.

Second grant payment

The second and final grant payment will be for 25 percent of your total award. The check will be mailed to you after your final grant report has been submitted online at www.in.gov/arts/grants/egrantapps.html, reviewed and approved by the IAC.

Records retention

Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial

review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

Tax responsibility

Each Individual Artist Projects grant recipient is responsible for any and all tax obligations under federal, state, and local laws. Consult your tax accountant or local Internal Revenue Service office.

CONDITIONS AND REQUIREMENTS

Civil Rights

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age. ***The signed Individual Artist Projects application form and signed Grant Agreement indicate that the individual artist understands and is in compliance with these laws:***

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his

handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."

- Americans with Disabilities Act of 1990 provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 provides for nondiscrimination in federally assisted programs on the basis of age.

Drug-free workplace

The Drug-Free Workplace Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

Fair Labor Standards

Applications must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in

part by this grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project that is financed in whole or in part under this grant will be performed or engaged under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be *prima facie* evidence of compliance.

Contract Clearance

According to Indiana State Law 522.16.4, all potential grantees must be in good standing with the State of Indiana's Department of Revenue (DOR), Department of Workforce Development (DWD), the Indiana Secretary of State and the Indiana Department of Administration (IDOA) before receiving a contract and/or grant monies. The Indiana Arts Commission must comply with Indiana State Law by conducting clearance checks at various phases of the contract process. All IAC grants are approved contingent upon the grantee's clearance.

Disclosure

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3. Some information provided will be listed on the webpage, www.indianaarts.org.